

Baltimore County Emergency Rental Assistance Program 2

Nonprofit Vendor Application Instructions

Deadline Friday, February 4, 2022

This is an application to Baltimore County for Emergency Rental Assistance Program 2 funding beginning in County Fiscal Year (CFY) 2022. The expected term will be March 2022 – June 2023.

An application is considered to be three (3) Appendices:

Appendix I: Application Summary and Narrative*

Appendix II: Proposed Project Budget*

Appendix III: Required Attachments in Support of Proposal

***Helpful Tips Parts of the Application:**

Appendix I Project Information, Scope of Work and Vision (Word- attached):

Each Project requesting a grant award will need to provide an Application Summary Sheet, Scope of Work and a Vision statement in the format provided. Your narrative should be a complete but concise overview of the services.

Appendix II Budget Documents (Excel –attached):

In addition to completing the attached Project information and Scope of Work, you will need to provide detailed Budget Information. Please review each carefully and fill in all information as appropriate.

You will also need to complete a Budget Justification, no form was provided for this document; it is specific to each project and should be detailed/customized to your unique Budget categories. The explanations should focus on how each budget item is required to achieve the aims of the project and how the estimated costs in the budget were calculated. Instructions on how to prepare a Budget Justification are attached in PDF.

Electronic Signature Instruction:

Each application consists of 10 pages requiring an original signature, detailed below and notes on the Table of Contents in Appendix I.

Appendix I:

1. DP Application Summary Sheet

Appendix II:

2. Baltimore County MD Application for Financial Assistance (AFA) (2 pages)

Appendix III:

3. Certification of Resolution by Board

4. Certification Regarding Lobbying
5. Certification of Alcohol and Drug Free Workplace
6. Certification of Non-Discrimination
7. Certification of Affirmative Fair Housing Marketing
8. Audit Certification of Compliance
9. Declaration of Conflict of Interest
10. Grant Affidavit

To be considered an original signature to be included in the full pdf submission organizations have two options.

Option ONE: Print the page that is requiring signature. Sign a hard copy in BLUE ink where indicated. Scan (in color) the signature page insert this page in the full PDF submission, as instructed.

Option TWO: Sign by electronic signature. The electronic signature should show evidence of the signer's intent to execute/accept. An example of intent would be having the signer take confirmatory action, like typing their name or drawing their signature using a mouse or touchscreen.

The grant application and all forms must be signed by the officer or director of the corporation authorized to sign such documents.

If the application and the other forms are signed by anyone other than the individual(s) so authorized, the organization must submit a resolution evidencing that the Board delegated authority to another individual to enter into a binding legal agreement on behalf of the organization.

Timeline and Submission:

Applications are due Friday, February 4, 2022. Please note that if any of the forms are missing, incomplete or lack the appropriate signatures, the application will be delayed in processing. In the event a Board signature cannot be obtained by the application deadline, please note the date and time of the next board meeting and when the County can expect the completed document to be submitted.

Applications must follow the order listed in the instructions. All pages of the application must be numbered by the organization. Applications are to be in PDF format and collated, and should not be split into multiple files.

Current Grantee Submission: Current grantee/vendors with Fileshare access may submit their application via the portal and send Colleen Mahony an email that it is available for BDDHCD Staff to retrieve. For those with current Fileshare access, the PDF file should be uploaded to the following secure site: <https://fileshare.baltimorecountymd.gov>. Enter your current Username and Password prior to upload. Your login credentials will allow you to upload your documents to the secure site. Only authorized County staff will be able to download and open the files.

New Grantee Submission: Alternatively, for new vendors, please return your completed application by email to Colleen Mahony at cmahony@baltimorecountymd.gov. There is 25 mb size limit for emails

attachments. If your file is above that, please compress the PDF or zip the file to reduce the file size. In the event you are unable to compress the file, please send an email to Colleen Mahony with the PDF and then send a second email without the attachment so that she can request permission to temporarily access a larger file from the requesting organization.

Electronic Submission Instructions:

One (1) complete application (Appendix I: Application Summary and Narrative, Appendix II: Proposed Budget and Appendix III: Required Attachments in Support of Proposal) must be submitted in PDF format.

The filename for your electronic application should follow the naming convention below:

FY2022 App [Name of Organization] [ERAP 2]

Example: FY2022 App Happy Harvest Apple Pickers ERAP 2 Project

Name of Organization and Project Title may be abbreviated.

Application Due Date: Friday, February 4, 2022